

# Commodity Shelf Newsletter

September 2012

## Welcome 2012 – 2013 School Year!!



With fall around the corner and the new school year upon us, DESE – SFS wishes you and all of your School Nutrition team the best of luck! The New Meal Pattern is here and we hope everyone is becoming familiar with all the changes as we embark on a monumental year in School Nutrition Programs.

## Value of USDA Food Letters SY 11-12

Each Local Education Agency (LEA) can retrieve a [Value of Commodities Distributed Letter](#) on the [DESE – SFS Commodities Web Site](#) for SY 11-12. The Value of Commodities Distributed Letter is needed for the independent audits conducted for each LEA. The document contains the total amount of USDA Foods received (not the processing fee paid) for the categories listed. DESE – SFS calculates the values by multiplying the number of cases each LEA received during SY 11-12 by the [Unit Value of Donated Food](#) for SY 11-12. The Rebates are determined by summing the Rebate amounts sent to each LEA as reported by each Rebate processor. Contact [Matthew Essner](#), 573-522-1974 with any questions.



## Entitlement Letters SY 12-13

[Individual entitlement](#) letters for SY 12-13 are now available on the [DESE – SFS Commodities Web Site](#). The entitlement amount contained in the letter is the **ESTIMATED** amount of USDA Foods for each LEA based upon the previous school year's Total Lunches Served (TLS) and the current SY commodity per meal rate, which is 22.75 cents per meal for SY 12-13.

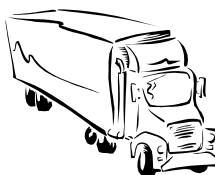
DESE – SFS has many avenues for LEAs to access USDA Foods: Open Order, Monthly Order Forms, Rebate Program and the Processing Packet. USDA Foods for each of the above programs are ordered by DESE – SFS using the State of Missouri's entitlement, which is the total of all participating LEAs entitlements. At this time LEAs individual entitlement usage is not tracked throughout the school year so LEAs are encouraged to utilize all the different avenues available to ensure your LEA receives its "fair share" of the entitlement.

## USDA Food Deliveries

Once a month delivery of USDA Foods to LEAs of Missouri for SY 12-13 began the first full week of August and will continue through April (9 total deliveries). USDA Foods are warehoused and delivered by Food Distribution Associates (FDA), the current contracted vendor for DESE – SFS.

### Please remember:

1. USDA Food can be delivered any time between 7 a.m. - 4 p.m. Mon-Fri except on:
  - a. Labor Day (Sept. 3)
  - b. Thanksgiving Day, the day before and after Thanksgiving Day (Nov. 21-23)
  - c. Christmas Break (Dec. 24 – Jan. 1)
  - d. Martin Luther King Jr. Day (Jan. 21)
  - e. Presidents' Day (Feb. 18)
  - f. Good Friday (March 29)
  - g. Monday after Easter (April 1)
2. Deliveries are only required to be "tailgate".
3. A Notice to Deliver will be provided to each LEA at least 4 business days prior to the delivery including type and quantity to be delivered.
4. A two hour time frame for delivery will be provided to the LEA within 2 business days of delivery.



The current delivery price per case is \$1.94. Non-public LEAs will receive an invoice from FDA for the delivery of each case of USDA Food to be paid/submitted back to FDA. Delivery of USDA Foods to public LEAs is paid for by DESE – SFS; therefore public LEAs will not receive a bill for the **delivery** of USDA Foods. However; all processed USDA Foods have a "fee" associated with the production of each case which is invoiced by each processor and is paid/submitted back to the respective processor.

A Bill of Lading accompanies all deliveries by FDA and is required to be signed by the receiving party. Verify the correct items are being delivered (some item numbers are very similar) and confirm quantities match the Bill of Lading for each item.



**MARK ANY DISCREPANCIES ON THE BILL OF LADING BEFORE SIGNING!!** DESE – SFS tracks all shorted items and validates all shortages are resolved by the end of the school year. If shortages are not marked on the Bill of Lading, DESE – SFS has no documentation for evidence an item was shorted. For questions regarding the delivery of DF please contact the DESE – SFS office at 573-751-2646 or FDA at 866-473-9700 or 816-833-2000.

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## Open Order Form

Please remember the Open Order forms are filled out for delivery the next month (Ex. orders submitted by Sep 17 will be delivered in Oct). The Processed [Monthly Order Forms](#) are filled out for delivery in two months (Ex. orders submitted by Sep 17 will be delivered in Nov).

Also remember:

1. Include your Agreement Number with **HYPHEN** on every form (Ex. 999-555)
2. Processed Order Forms need a delivery date
3. Digital Signatures are **OPTIONAL** on Monthly Processed Order Forms (see FYI on pg 2 [June 2009 Newsletter](#))
4. All Monthly Order Forms must be **E-MAILED** to [donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov). Save and attach the file to the E-Mail, **DO NOT SCAN**.

- Do not click the SUBMIT button if there is one on the Order Form (they are not hyperlinked)
- Include the LEA's 6-digit Agreement Number in the subject line of the E-Mail

5. Order Forms are due on the 15<sup>th</sup> of each month, unless the 15<sup>th</sup> falls on a weekend, then Order Forms are due the next business day.

The Open Order Form will be available by the 1<sup>st</sup> of each month prior to the delivery period. All items on the Open Order are **EXPECTED** to be in the warehouse and available for delivery; however if circumstances arise that delay the arrival of the USDA Food, **ALL** orders for the delayed commodity will either be **DELAYED** until the next month's distribution or **DELETED**. The change in delivery will be communicated in the bottom left footer of the monthly "[Open Order Adjustments](#)", typically posted by the end of each month for the next month's deliveries.

## Inventory and Reconciliation for SY 11 -12

DESE – SFS conducted our annual inventory and reconciliation with the contracted warehouse (Food Distribution Associates, FDA) in May 2012 and sent LEAs with shortages an Email at the end of July with the make-up products to be received with their August 2012 delivery for the shorted products. All shortages **not** resolved during the school year should have been corrected during our reconciliation process. DESE – SFS works with FDA to send LEAs the items they were shorted, but in the event the exact item is not available, a comparable item with a greater value may have been substituted. If your LEA was shorted an item during SY 11-12 but you did not receive a make-up Email from DESE – SFS, please contact [Andy Dudenhoeffer](#), 573-751-7253 so we can investigate. **Please make sure all SY 11-12 invoices for processors have been paid.**



## Non-Processed USDA Foods via Processing Packet

DESE – SFS offered the below five USDA Foods on the Processing Packet which were not sent to further processors. These items will be purchased using entitlement, essentially making them "free" (the same method as the Open Order Items) except for a delivery fee for non-public schools.

Material #	Planned Delivery Periods			
<b>100098</b> DF Value:	Oct 12 \$ 37.02	Dec 12	Feb 13	
<b>100101</b> DF Value:	Oct 12	Nov 12	Jan 13	
<b>100117</b> DF Value	Sep 12 \$ 61.15	Nov 12 \$ 60.65	Jan 13	
<b>100158</b> DF Value:	Sep 12 \$ 96.00	Oct 12 \$ 96.83	Nov 12 \$ 91.26	Dec 12
<b>100158</b> DF Value:	Jan 13	Feb 13	Mar 13	
<b>100173</b> DF Value:	Oct 12 \$ 62.82	Feb 13		

[100098](#) – [8 piece cut-up chicken \(40 lb case\)](#)

[100101](#) – [diced chicken \(40 lb case\)](#)

[100117](#) – [fajita chicken \(30 lb case\)](#)

[100158](#) – [ground beef \(4 – 10 lb logs\)](#)

[100173](#) – [pork roast \(36 – 42 lb case\)](#)

LEAs electing to receive any of the above five products on their submitted Processing Packet back in February 2012 can reference the document titled "[Non-Processed Items Timeline for Processing Packet](#)" for a schedule of the *planned* delivery times/quantities of each item. The School Year **TOTAL** number of cases for each item is in **bold**. Please note there are two pages for each LEA (an odd and even page). These items will not have to be "ordered" each month b/c they were elected via the Processing Packet. The *actual* quantities of each item to be delivered each month will be listed monthly on the "[Open Order Adjustments](#)" document (even though they aren't ordered via the Open Order...sorry if our terms get confusing☺).

The DF Value for each item is listed under the delivery period b/c prices fluctuate each time USDA makes a purchase of the item. Food Service Management Companies should use the above noted DF Values when crediting LEAs.

## New Meal Patterns

There is lots of information available on the [DESE – SFS Website](#) regarding the [Healthy, Hunger-Free Kids Act of 2010](#) and the [New Meal Pattern requirements](#). Please visit the Website for the most up-to-date resources available.



## National School Lunch Week Oct 15-19, 2012

"School Lunch – What's Cooking?" is the theme for the School Nutrition Association's National School Lunch Week which will be celebrated October 15-19, 2012. Make plans now to make NSLW a big success for your LEA. Visit the [SNA – NSLW Web Page](#) for ideas, presentations, and merchandise to prepare for NSLW.

## Commodity Expos January 16-18, 2013

The following dates and locations have been established for the SY 12-13 Commodity Expos:

1. Kansas City area – Fort Osage Campus
  - Wednesday, January 16, 2013
2. Central MO – Waynesville Career Center
  - Thursday, January 17, 2013
3. St. Louis area – Francis Howell High School
  - Friday, January 18, 2013

Join the DESE – SFS staff at one of the locations to experience a great show of processed food and a day to network with other Food Service Directors from across the state. After great feedback last year we will again start each Expo with round table discussions between other Food



Service personnel and an assigned processor at each table. There will then be an informational session about the USDA Foods Program including enhancements on the horizon. As always, the food show will

close out the day while DESE-SFS staff will be set up to offer assistance in completing the Processing Packet. If you have struggles with completing the Processing Packet, the Expos are an opportune time to work one-on-one with DESE – SFS staff to make sure orders are placed accordingly for SY 13-14. The Expos will prove to be a worthwhile time for everyone and **ALL** LEAs are encouraged to join. The USDA Foods Program is a great benefit to each of your programs, and we hope you make plans to join us to learn how you can maximize your utilization of the USDA Foods.

## Family and Consumer Sciences (FACS)

A lot of questions are raised about the availability of USDA Foods and if it costs the LEA for the FACS to use USDA Foods. FACS teachers are always informed to discuss using USDA Foods individually with the FSD at each LEA, because we understand each district has individual arrangements established. Emphasis is also put on referencing the contract if an LEA contracts their food service with a Food Service Management Company (FSMC).

Just a reminder: USDA Foods can be used in the FACS program. [7 CFR part 250.48 \(g\)](#) states that "School food authorities receiving donated foods under this part may use such foods for the purpose of training students in home economics".

## Additional Commercial Products

Are you receiving monthly correspondence (order forms) from School Lunch Solutions or Opportunity Buys (National Food Group)? Are you confused about why you get the correspondence and what your obligation is for each?



Are the items offered by each company part of the USDA Foods Program? Let's see if we can clear up some confusion.

School Lunch Solutions is brokered by Synergy Food Sales and Opportunity Buys is brokered by National Food Group (formerly United Commodity Group). Both brokerages represent lines of processed end products sold commercially and lines available via commodity processing which are available to LEAs for processing through DESE – SFS. The commercial side of each business (School Lunch Solutions and Opportunity Buys) offers commercial products delivered **with** your LEAs monthly delivery of USDA Foods from Food Distribution Associates (FDA). They arrive on the same truck because the State of Missouri, School Lunch Solutions and Opportunity Buys each have a separate contract with FDA and FDA elects to make all three deliveries to an LEA at the same time. These additional commercial products will arrive at the same time and on the same truck as your USDA Foods; **HOWEVER**, they **ARE NOT** part of the USDA Foods Program and **ARE NOT** associated with DESE – SFS.

Purchasing product offered by School Lunch Solutions and Opportunity Buys is acceptable, but not required. LEAs should purchase the items in the same manner they would purchase items from other commercial distributors. The products offered **DO NOT** contain USDA Foods and **WILL NOT** be charged against your LEAs entitlement.

Purchasing additional commercial products from either company is in **addition** to any processed items you are already receiving through the Processing Packet which was completed and returned to DESE – SFS in February 2012 for the 12-13 school year.



## Quotes for the Month

*"We cannot choose our external circumstances, but we can always choose how we respond to them."* – Epictetus

*"Only those who dare to fail greatly can ever achieve greatly."* – Robert F. Kennedy



*"Let us be grateful to people who make us happy, they are the charming gardeners who make our souls blossom."* – Marcel Proust



### DESE – SFS, USDA Foods Program Contacts

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<a href="#">Amy Halderman</a>	Administrative Assistant	573-751-2646
Monthly Orders: <a href="mailto:dontatedfoods@desemo.gov">dontatedfoods@desemo.gov</a>		573-751-2646